

## **1143 - CLAIMS COORDINATOR**

### **NATURE OF WORK**

This is a highly responsible administrative work in the investigation and processing of liability claims made against the City.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

Review of all liability claims made against the City of Miami Beach containing allegations of negligence and seeking compensatory damages.  
Completion of claim investigations, evaluate the monetary value of claims.  
Negotiate settlements, along with investigative work, and keep records.  
Assist defense attorney's with investigative work and attend case mediation as the City's representative.  
Review the activities of contract claims adjusters used to handle worker's compensation cases.  
Maintain claim files, payment logs and records on activities associated with the handling of all claims.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of insurance and risk management including governmental self-insurance.  
Ability to plan, organize and supervise the work of administrative subordinate in a manner conducive to full performance and high morale.  
Ability to apply professional knowledge of the principles and practices of insurance and risk management effectively in claims administration.  
Ability to communicate clearly and concisely, both verbally and in writing, to groups and individuals.

### **MINIMUM REQUIREMENTS**

A Bachelor's degree in Business/Public Administration or a related field from an accredited college or university with a minimum of five (5) years full-time experience investigating and adjusting liability claims in Florida. Additional experience may substitute for education on a year for year basis. State of Florida 520 or 620 Claims Adjustor license. Knowledge of Florida's worker's compensation laws, knowledge of legal liability principles, and evaluation of settlement value claims in Dade County.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to , word processor,

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calculator, copier, and fax machine. No significant standing, walking, moving climbing, carrying, bending, kneeling, crawling, reaching and handling, sitting standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

Supervision is received from the Risk Manager through personal conferences and review of written reports for satisfactory completion of assigned responsibilities.

### **SUPERVISION EXERCISED**

Supervision is exercised over the Office Associate assigned to provide both administrative and secretarial support.

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